



Federal Laboratory Consortium  
for Technology Transfer

# Region Handbook

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## SECTION 1: INTRODUCTION

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Why should I volunteer for the FLC? The FLC is a network of more than 300 labs, agencies and research centers that foster commercialization best practice strategies and opportunities for accelerating federal technologies out of the labs and into the marketplace. The FLC represents a collective strength of more than \$150 billion invested annually in R&D by the federal government. Why not let the FLC help you build those partnership opportunities that best suit your needs right at your laboratory and in your local area? You as a federal employee are a member of the FLC and can greatly leverage the FLC's vast resources. They will help you organize an event, promote a technology challenge, co-host a booth in your local area, post jobs for your agency or a success story. Let the FLC be the extra staff needed to help you make the most of your position within your lab.

## SECTION 2: STRUCTURE

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### FLC Executive Board

A major component of the FLC Executive Board (EB) consists of Regional Coordinators for the six FLC Regions. The roles and responsibilities of all EB members are described in the *Executive Board Guidebook*: [https://federallabs.org/getmedia/2159dbb0-b6ee-4d48-8a0c-e6d9afb86a42/eb\\_guidebook\\_version\\_5-0\\_2020\\_0.pdf](https://federallabs.org/getmedia/2159dbb0-b6ee-4d48-8a0c-e6d9afb86a42/eb_guidebook_version_5-0_2020_0.pdf)

### FLC Regions

For the purposes of administering its affairs and services, each FLC Member shall be identified with the region encompassing its location as follows:

- Far West Region: AK, AZ, CA, HI, ID, NV, OR, WA
- Mid-Atlantic Region: DE, MD, PA, VA, WV, DC
- Mid-Continent Region: AR, CO, IA, KS, MO, MN, NM, NE, ND, OK, SD, TX, UT, WY
- Midwest Region: IL, IN, MI, MN, OH, WI
- Northeast Region: CN, ME, MA, NH, NJ, NY, PR, RI, VT
- Southeast Region: AL, FL, GA, KY, LA, MS, NC, SC



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## Host Agency – National Institute of Standards and Technology (NIST)

The Department of Commerce, National Institute of Standards and Technology (NIST) serves as the Host Agency for FLC and provides a representative to the EB as an advisory member. The FLC was created under Title 15 of the United States Code, which relates to Commerce. Costs incurred towards any administrative support provided by NIST are reimbursed by the FLC.

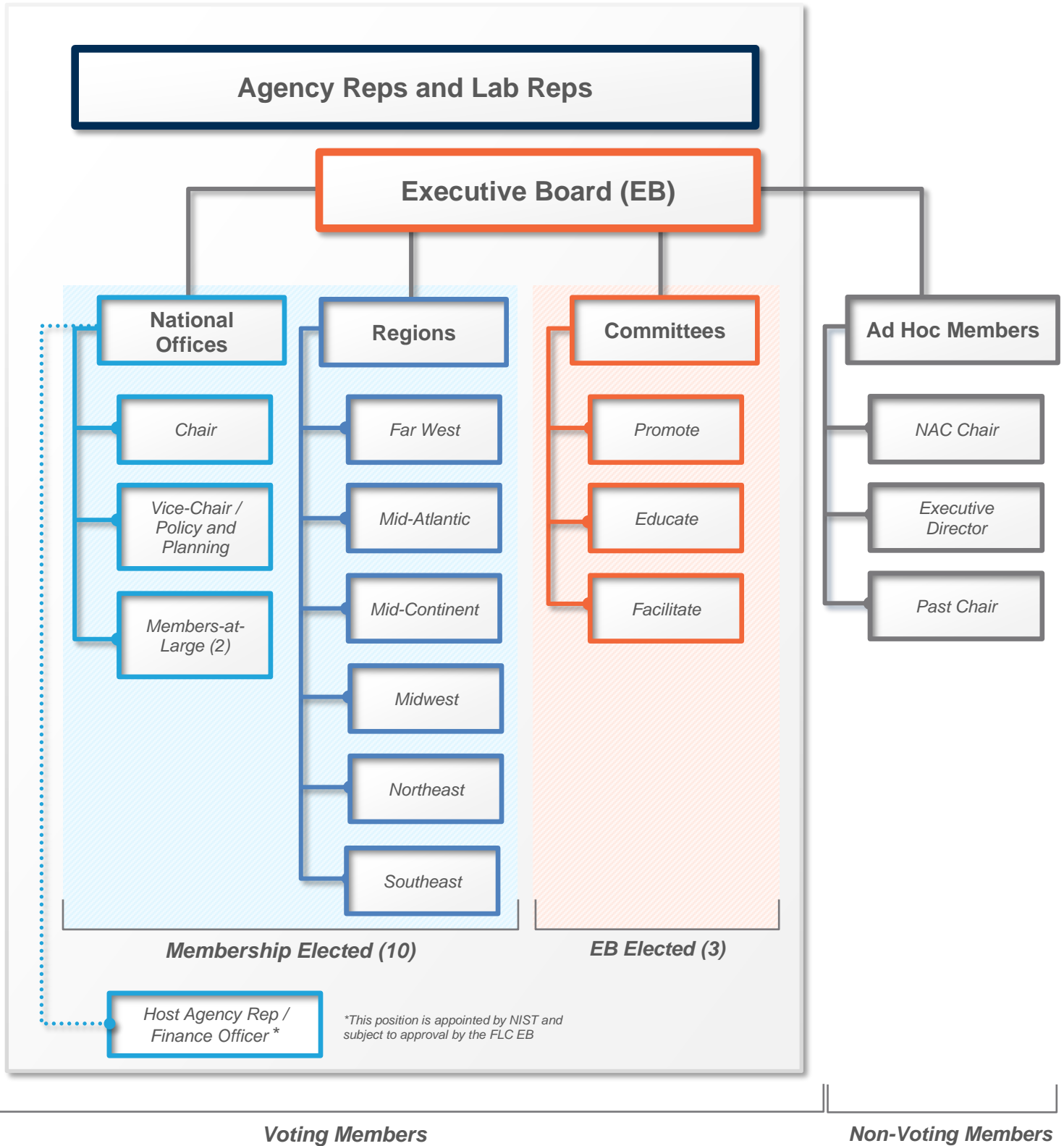
## Associate of University Technology Managers (AUTM) – FLC’s Cooperative Agreement Partner (CAP)

Through a 5-year term Cooperative Agreement, \$16 million was awarded by FLC to AUTM in November 2019 to assist FLC’s EB in improving partnership opportunities and strategic alliances with industry and academia via federal laboratory technology transfer. The EB generally provides strategic direction to the CAP for implementation of the program as approved in the budget and charter. The CAP works directly with the EB, Committees, and Regions to effectively implement a high quality FLC program.

## FLC Organization Members/Contacts

- Executive Board: <https://federallabs.org/about/who-we-are/executive-board>
- Regional Contacts:
  - Far West: <https://federallabs.org/engage/regions/far-west>
  - Mid-Atlantic: <https://federallabs.org/engage/regions/mid-atlantic>
  - Mid-Continent: <https://federallabs.org/engage/regions/mid-continent>
  - Midwest: <https://federallabs.org/engage/regions/midwest>
  - Northeast: <https://federallabs.org/engage/regions/northeast>
  - Southeast: <https://federallabs.org/engage/regions/southeast>
- Committees: <https://federallabs.org/about/who-we-are/committees>
- Agency Representatives: <https://federallabs.org/about/who-we-are/agency-reps>
- National Advisory Council: <https://federallabs.org/national-advisory-council>
- Cooperative Partner (FLC) Staff: <https://federallabs.org/about/who-we-are/flc-staff>

# FLC Organization Chart



## SECTION 3: Regional Program

The purpose of the FLC is to *promote*, *educate* and *facilitate* federal technology transfer. Under the *facilitate* pillar there are three subcommittees: Strategic Alliances Committee, Industry Engagement & Technology Partnerships Committee, and Regional Program Committee. Through the assistance and advocacy of Regional Coordinators (RCs), Deputy Regional Coordinators (DRCs), and other key members, the FLC reaches federal laboratories, industry, and academia on a local level and provides tailored networking opportunities based on the scientific and technological needs of that geographic area.

Regions play a key role in achieving the goals and objectives of the FLC’s Strategic Plan in all three pillar areas.

The Regions play a more direct role in the execution of specific *Promote* and *Facilitate* pillar goals and objectives.

Under *Promote*, Regions are directly engaged in following objectives:

- Continue evolving the Award program to reflect membership/Agency “demand signals” (i.e., how to honor awardees beyond presentation) and
- Include specific *promote* strategies and efforts in planning national and regional events and meetings.

Under *Facilitate*, Regions are directly engaged in following objectives:

- Manage and engage a Board-level working group for pilots to explore and assess new models and partners for outreach with specific outcomes focused on the Region, and
- Recruit non-involved federal labs to engage with the FLC.

### Region Milestones

	2022	2023	2024	Metrics by 2025
Pilot Programs/ Events	Explore a series of pilot programs/ events at the national and regional level to increase transaction opportunities	Select 1-3 of the previous year’s pilots to integrate into programs and continue with additional pilots	Report on integration into programs and reassess to add pilots	Increased participation at FLC pilot events as reflected in KPIs
Recruit Non-involved Federal Labs	Specifically target non-participating labs to be involved in regional events	Annually assess lab involvement and work with current participants to mentor new labs	Use data to determine where growth is needed and reach out to labs with opportunities	33% increase of engaged labs
Partners for Regional Events	Use national and regional relationships to work with partners and provide value to FLC members through engagements	Use the emergent national needs program from Industry Engagement to liaise with additional partners for event potential	Review economic development groups to add relevant stakeholders to programs	Partner participation increase by 50% over time

## Region Role

- Serve as voting members on the EB
- Act as FLC representative to member labs in the corresponding regions
- Attend business meetings set up by FLC staff as follows:
  - Monthly regional meetings to share best practices among all regions (virtual, 30-60 minutes)
  - Quarterly EB meeting (in-person preferred, generally, but not always, planned for the third week of the month, 2 days, 4 hours each day)
  - FLC National Meeting (in-person preferred, generally, but not always, planned for 1<sup>st</sup> or 2<sup>nd</sup> fiscal quarter)
  - Other ad hoc and event planning meetings are held as needed (virtual, 30-60 minutes)
- Identify potential regional partners (see <https://federallabs.org/partners>)
- Increase lab and industry engagement activities through technology focused events in the region. Technology events will focus on the OMB/OSTP, Administration priority areas or key national issues, which may include the following
  - Climate
  - Disaster Resilience
  - Quantum
  - Artificial Intelligence
  - Communications
  - Microelectronics
  - Pandemic
  - Biotech
  - Robotics
  - Space

There are two main types of regional events: 1) those led by FLC and 2) those led by others where FLC is a sponsor or partner.

### Events led by FLC

- Industry and Tech Event: Online technology focused event based on both national and regional priorities. Typically, half day to full day.
- Lab Showcase: Online FLC sponsored lab video or lab presentation within the region. Typically, 20 to 60 minutes.
- Member Connect: Online science and technology related topic of interest to federal labs. T2 professional topics will be in the Educate Webinar series. May also be a “water cooler” discussion around a topic area. First Wednesday of each month 2-2:30pm (ET).

	INDUSTRY & TECH EVENT	LAB SHOWCASE	MEMBER CONNECT
Northeast	Tech Topic:	Lab(s) Tech Topic	1. Topic 1 2. Topic 2
Mid-Atlantic	Tech Topic:	Lab(s) Tech Topic	1. Topic 1 2. Topic 2
Southeast	Tech Topic:	Lab(s) Tech Topic	1. Topic 1 2. Topic 2
Midwest	Tech Topic:	Lab(s) Tech Topic	1. Topic 1 2. Topic 2
Mid-Continent	Tech Topic:	Lab(s) Tech Topic	1. Topic 1 2. Topic 2
Far West	Tech Topic:	Lab(s) Tech Topic	1. Topic 1 2. Topic 2

### Events led by others

Regional events through partners or other organizations that will serve to connect federal labs with others. Not generally led by FLC, but FLC may support or pay a sponsorship fee or host a booth. Often in person and FLC is represented rather than the feature of the event

	PARTNER	EVENT TITLE	DATE	COST
<b>Northeast</b>	Partner 1	Title 1	Date 1	Cost 1
	Partner 2	Title 2	Date 2	Cost 2
	...	...	...	...
<b>Mid-Atlantic</b>	Partner 1	Title 1	Date 1	Cost 1
	Partner 2	Title 2	Date 2	Cost 2
	...	...	...	...
<b>Southeast</b>	Partner 1	Title 1	Date 1	Cost 1
	Partner 2	Title 2	Date 2	Cost 2
	...	...	...	...
<b>Midwest</b>	Partner 1	Title 1	Date 1	Cost 1
	Partner 2	Title 2	Date 2	Cost 2
	...	...	...	...
<b>Mid-Continent</b>	Partner 1	Title 1	Date 1	Cost 1
	Partner 2	Title 2	Date 2	Cost 2
	...	...	...	...
<b>Far West</b>	Partner 1	Title 1	Date 1	Cost 1
	Partner 2	Title 2	Date 2	Cost 2
	...	...	...	...



Sample Template to be completed by the regions for industry and tech event, lab showcase, and member connect events 6-8 weeks prior to event.

SESSION TITLE	SESSION DESCRIPTION	SPEAKER NAME	SPEAKER EMAIL	SPEAKER TITLE	SPEAKER AGENCY OR ORGANIZATION

### Sample Timeline for Events

FLC TECH REGIONAL EVENT TIMELINE	
<b>Six to Eight Weeks Out</b>	
<i>Region coordinators/committee</i>	Confirm speakers and complete the sample event template
<i>FLC Staff</i>	Draft agenda and begin speaker material outreach
<i>FLC Staff</i>	Schedule and confirm all planning meetings thru day of event, tech checks, and run webinar
<b>Five Weeks Out</b>	
<i>Receive speaker materials</i>	Headshot, Bio, Speaker Release Form, Webinar Form as needed
<i>FLC Staff</i>	Create an event on FLC webpage and begins marketing/promotional preparation.
<i>FLC Staff</i>	Marketing creates a webpage based on edited description and includes the links as buttons to register
<b>Four Weeks Out</b>	
<i>Marketing-Digest e-mail blast FLC Staff</i>	Marketing includes in FLC Digest and schedules for e-mail blast
<i>FLC Staff</i>	If using Jujama, create event, add speakers; add their personalized sign-in links to Calendar invitation
<i>FLC Staff</i>	If needed, set up closed caption contract and establish links
<b>One Week Out</b>	
<i>FLC Staff</i>	Tech rehearsal with speakers: meet for 30 min. to review Webinar platform, answer final questions, review flow of events for day of, and confirm who will be sharing slides
<i>FLC Staff</i>	Receive final copy of presentation slides (if applicable)
<b>DAY OF EVENT</b>	

<i>FLC Staff, RC, Moderator, Speaker, Panelist</i>	Sign on 15 minutes in advance for final tech check
<i>FLC Staff, RC</i>	Host session as needed(welcome remarks, tech support, assist with Q&A, closing remarks)
<i>FLC Staff</i>	Send survey (if applicable)
<b>Day After Event</b>	
<i>FLC Staff</i>	Download post-event reports and recordings
<i>FLC Staff</i>	Edit video footage and save mp4 as needed
<i>FLC Staff</i>	Post slides (if applicable) on FLC Webpage
<i>FLC Staff</i>	Post handout and recording to FLC Webpage
<b>One Week After</b>	
<i>FLC Staff</i>	Save survey feedback to share drive and share with RC/Committee (if applicable)

## SECTION 4: FINANCES AND SPENDING MONEY

Since NIST is the host agency and is responsible for administering FLC funds, disbursements must be made according to NIST policies.

### FLC Budget

All expenses must be budgeted and approved by the Executive Board. Unbudgeted money can be approved by the Chair/Finance officer if it is within budgeted totals

#### Covered by Cooperative Partner Agreement

- Committees
- Regions
- National Meeting
- Hosting the Executive Board (not travel)

#### Direct from NIST

- Executive Board Travel Funds:
- Other Contracts or Direct Funded Activities

## Funds Allocation

<b>Cooperative Agreement</b>	<ul style="list-style-type: none"><li>• Most funds (\$3.2M) are under the Cooperative Agreement for Committee actions</li></ul>
<b>Invitational Travel</b>	<ul style="list-style-type: none"><li>• NIST can book travel for EB members, others</li><li>• Email Host Agency Rep to request</li></ul>
<b>NIST Credit Card Purchases</b>	<ul style="list-style-type: none"><li>• Expenses under \$10,000</li><li>• Email Host Agency Rep to request</li></ul>
<b>Printing</b>	<ul style="list-style-type: none"><li>• Must use GPO</li><li>• Email Host Agency Rep to request</li></ul>
<b>MOUs</b>	<ul style="list-style-type: none"><li>• NIST can transfer to an agency</li><li>• Email Host Agency Rep to request</li></ul>

## SECTION 5: RESOURCES

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### FLC Bylaws

See: <https://federallabs.org/getmedia/f20ef1ac-d916-4fef-af64-8d5e9e7fb6b6/FLC-Bylaws-June-2022-Final.pdf>

### FLC Strategic Plan

See: <https://federallabs.org/about/what-we-do/flc-strategic-pillars>

### The Greenbook

*Federal Technology Transfer Legislation and Policy*, more commonly known as “*The Greenbook*,” provides the principal statutory and executive branch policies that constitute the framework of the federal technology transfer program. <https://federallabs.org/learning-center/t2-toolkit/the-flc-greenbook>

### FLC Executive Board Guidebook

Download here: <https://federallabs.org/about/who-we-are/flc-policies>